

**MINUTES OF THE FEBRUARY 24, 2022, MEETING OF  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**

A Meeting was duly called of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**, which was held on February 24, 2022, at the District's facility located at 29530 Quinn Rd., Tomball, Texas 77375.

The Meeting was called to order at 6:00 p.m. by **MARCIA MOORE-SWINEHEART**, Board President. Those Commissioners present when the meeting commenced were **MARCIA MOORE-SWINEHEART, SCOTT HALLMARK, DAVID PACE, DAVID KIBLER.** **JOHN DILLON** arrived shortly after at 6:03. Also in attendance were Brian Bayani, of Northwest Community Health (the "Department"), Randy Parr with RIT Financial, and District legal counsel David Manley of Coveler & Peeler, P.C. A quorum being present and established, the meeting proceeded as scheduled.

The Board addressed item 4 and opened the floor to public comment. None was received.

The Board then addressed item 5, to review and act on matters related to calling an election to be held on May 7, 2022. A Motion was made by Commissioner **KIBLER**, seconded by Commissioner **PACE**, to cancel the election to take place on May 7, 2022. By a vote of 4 to 0, the motion carried.

The Board next addressed item 6, to approve minutes from prior meetings. Commissioner **HALLMARK** made a motion, seconded by Commissioner **PACE**, to approve the minutes for the January meeting as presented. By a vote of 5 to 0, the motion carried.

The Board then addressed item 7, to receive and approve the District's financial report, including the financial condition of the District and the District's investments. Randy Parr presented the report prepared by RIT Financial. Commissioner **KIBLER** made a motion, seconded by Commissioner **DILLON**, to approve the report as presented. By a vote of 5 to 0, the motion carried.

The Board next addressed item 8, to pay the District's bills. Commissioner **DILLON** made a motion, seconded by Commissioner **KIBLER**, to pay the District's monthly bills as presented. By a vote of 5 to 0, the motion carried. For additional and more detailed information, see the report on file created and submitted by RIT Financial.

The Board next addressed item 9, to review the District's Investment Policy and take any necessary action. Commissioner **HALLMARK** made a motion, seconded by

Commissioner **PACE**, to retain the current Investment Policy, but to remove Myrtle Cruz and name Randy Parr as the Investment Officer. By a vote of 5 to 0, the motion carried.

The Board then addressed item 10, to receive a report from Northwest Community Health. Chief Bayani provided a summary of the Department's activity. Commissioner **KIBLER** made a motion, seconded by Commissioner **HALLMARK**, to accept the report. By a vote of 5 - 0, the motion carried.

The Board then addressed item 11, to approve the monthly payment to Northwest Community Health in accordance with the approved budget. Commissioner **KIBLER** made a motion, seconded by Commissioner **DILLON**, to approve the payment via wire. By a vote of 5 to 0, the motion carried.

The Board then addressed item 12, to review and act on Northwest Community Health's proposed pay structure. Chief Bayani informed the Board that the proposed pay structure would increase the budget from approximately \$2.1mm to \$3.2mm. Commissioner **HALLMARK** made a motion, seconded by Commissioner **PACE**, to approve the payment via wire. By a vote of 5 to 0, the motion carried.

The Board next addressed item 13, to review, discuss and act regarding job descriptions for Executive Director and Medical Director. Commissioner **KIBLER** made a motion, seconded by Commissioner **DILLON**, to approve the job description presented, pending legal review. By a vote of 5 to 0, the motion carried.

The Board next addressed items 14 and 15, to review, discuss and act on the appointment of an Executive Director and Medical Director, and approval of associated employment contracts. Commissioner **KIBLER** made a motion, seconded by Commissioner **DILLON**, to appoint Brian Bayani as the District's Executive Director, and Scott Wiesenborn M.D. as the District's Medical Director. Commissioner **DILLON** made a motion, seconded by Commissioner **HALLMARK**, to approve the associated employment agreements pending legal review. By a vote of 5 to 0, the motion carried.

The Board next addressed item 16, to review, discuss and act on the District Organizational Chart. Commissioner **KIBLER** made a motion, seconded by Commissioner **PACE**, to approve the District's proposed Organization Chart as presented. By a vote of 5 to 0, the motion carried.

The Board next addressed item 17, to review, discuss and act on the acquisition of purchasing card for the Executive Director. Commissioner **DILLON** made a motion,

seconded by Commissioner **KIBLER**, to approve a credit card to be issued to the Executive Director. By a vote of 5 to 0, the motion carried.

The Board next addressed item 18, to review, discuss and act on adjustments to the District's insurance policies, including automobile liability, professional liability, and workers compensation. Commissioner **HALLMARK** made a motion, seconded by Commissioner **PACE** to authorize the Executive Director to obtain insurance from VFIS and obtain the proof of insurance necessary for the District to become an EMS provider. By a vote of 5 to 0, the motion carried.

The Board next addressed item 19, to review, discuss and act on transferring title for a 2011 Dodge Ambulance from Northwest Community Health, Inc. to the District. A motion was made by Commissioner **KIBLER**, seconded by Commissioner **PACE** to authorize the transfer of title of the ambulance to the District. By a vote of 5 to 0, the motion carried.

The Board next addressed item 20, to review, discuss and take action to authorize the Executive Director to obtain a Texas Department of State Health Services EMS Provider License for the District. A motion was made by Commissioner **KIBLER**, seconded by Commissioner **DILLON** to authorize the Executive Director to obtain the Provider License for the District. By a vote of 5 to 0, the motion carried.

The Board next addressed item 21, to review, discuss and take action to appoint District Administrator of Record for Texas Department of State Health Services EMS Provider License. A motion was made by Commissioner **HALLMARK**, seconded by Commissioner **PACE**, to appoint Brian Bayani as the District's Administrator of Record. By a vote of 5 to 0, the motion carried.

The Board next addressed item 22, to review, discuss and act on the filing of an assumed name certificate. A motion was made by Commissioner **DILLON**, seconded by Commissioner **PACE**, to authorize the Executive Director to file an assumed name certificate - Northwest Community Health. By a vote of 5 to 0, the motion carried.

The Board next addressed item 23, to review and act on the purchase of equipment and vehicles, including financing of same. Chief Bayani presented a proposal from Zoll Medical Corporation for the District to enroll in the ZollOne equipment lease program which would allow the immediate acquisition of fifteen (15) cardiac monitors, four (4) transport ventilators, associated service plans, and no-cost upgrades to the newest monitor platform when it becomes available in 3-4 years. The proposal includes a trade in

allowance for the District's current equipment. The total cost for the ZollOne program over ten years is \$1,355,342.04. This represents a savings over the purchase of the equipment of approximately \$24,010.82. A motion was made by Commissioner **PACE**, seconded by Commissioner **HALLMARK** to approve the proposal if Zoll is a member of a local government coop purchasing program. By a vote of 5 to 0, the motion carried.

The Board next addressed item 24, to approve maintenance, repairs, and modification of real and personal property. No action necessary.

The Board next addressed item 25, to approve the disposition of property, including surplus and/or salvage property. No action necessary.

The Board next addressed item 26, to receive an update regarding the status of the FEMA PA Grant application for public assistance disaster funding from Winter Storm Uri. No action necessary.

The Board next addressed item 27, to review discuss, and act on the engagement of an engineering firm to research and formulate current District boundaries and to produce a digital map of the District's boundaries. No action necessary.

The Board did not go into closed session.

The Board next addressed item 31. A Motion was made by Commissioner **KIBLER**, seconded by Commissioner **DILLON** to approve the resolution for the District to become a direct provider, and authorize District Counsel to prepare and finalize documents necessary to transition the District to become a direct provider of emergency services. By a vote of 5 to 0, the motion carried.

The Board set the next meeting for March 24, 2022, to commence at 6:00 p.m.

There being no further business brought before the Board, the meeting adjourned at 7:06 P.M.

  
Secretary of the Board